

California Housing Finance Agency Job Opportunity

Accounting Administrator II Bond Administration Services Unit

Salary Range	\$5211 - 6286
Final File Date	March 6, 2006
Division/Unit	Fiscal Services, Bond Administration Services Unit <i>Note this Division and Unit on the front of your application.</i>
Specific Location	12 th & L Streets, Downtown Sacramento
Tenure & Timebase	Permanent & Full-time
Number of Positions	One
Travel	None
Questions?	Carol LiVecchi 916-327-5172 or clivecchi@calhfa.ca.gov
Who Should Apply	Individuals who are currently in this classification, eligible for lateral transfer or have list eligibility. Applications will be screened and only those that best meet the requirements of the job will be considered. <i>Appointment is subject to the provisions of SROA.</i>
How to Apply	Submit a standard State application form (resume may be attached) to: Carol LiVecchi California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 <i>Note on the front of your application that you're applying for the Accounting Administrator II position in the Bond Administration Services Unit.</i>
Duties	<p>Under the general direction of the Accounting Administrator III in the Fiscal Services Division, the Accounting Administrator II supervises the staff in the Bond Administration Services Unit. Typical duties include planning, organizing, coordinating and directing the work of the unit. This unit is responsible for the administration, support and all accounting for the Agency's bond and derivatives portfolio.</p> <p><u>Essential Functions:</u></p> <ul style="list-style-type: none"> 25% Plans and oversees the work of the Bond Administration Services unit. Instruct the staff on the more difficult technical problems arising in their areas of responsibility. Identify staff and training needs in the unit. Evaluate the performance of the staff and make or recommend appropriate actions. 25% Manages the calculation, by in-house staff as well as outside financial advisors, of all tax compliance calculations including arbitrage rebate and yield reduction in accordance with federal tax law. 20% Monitors the administration of contracts and arrangements related to debt issuance (bond insurance, liquidity providers, auction agents, and remarketing agents). Oversees the accounting of the Agency's derivative "book" and administration of individual contracts with counterparties. Reviews all documentation in support of new bond issuances and oversees the preparation of detailed bond closing instructions. 15% Oversees the calculation of all indenture test calculations used to size bond redemptions and accurately present equity on the Agency's balance sheet. Oversees preparation of closing instructions and related transactions in connection with new bond issuance.

Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

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10% Supervises all other bond administration duties in the unit including: coordinating the debt service payments and bond redemptions with the trustee, processing cost of issuance invoices and other bond indenture disbursements, monitoring and tracking interest rates on all variable rate bonds and securities. Also, approves journal entries prepared by Bond Administration Services staff.

Marginal Functions:

5% Other duties as required.